

BUDGET PLANNING WORK SESSION
WEDNESDAY, MAY 14, 2008
7:30 p.m.

THE VILLAGE OF DEXTER
VILLAGE COUNCIL

Copeland Board Room- 7714 Dexter Ann Arbor Road

2008/09 BUDGET PLANNING WORK SESSION

1. Establish Goals and Objectives for Fiscal Year 2008/09
 - Review accomplishments
 - Further refine, add and remove objectives.

2. Review overall Utility Rate Adjustment
 - Review Refuse rates, new expenses because of Department of Environmental Quality compost requirements.
 - Review Water and Sewer Rate adjustment

This is a Special Council work session meeting; action will NOT be taken.

"This meeting is open to all members of the public under Michigan Open Meetings Act"

GOALS AND OBJECTIVES FOR FY 2008 – 2009

Establish during Budget Planning Work Sessions

2007/08 Actions

GOAL - Maintain Financial Sustainability

Objectives:

1. Generally maintain tax rate increases at the rate of inflation.
 - Increase the streets millage each year until it reaches the Headlee maximum, as long as overall taxes on average parcels do not increase more than the rate of inflation
2. Maintain a competitive tax rate position in relation to other Southeast MI communities.
 - Pursue City status to reduce the overall tax burden to residents

Signed contract with David Rutledge, former State Boundary Commissioner to assist in Cityhood process, he will begin by working with OHM to secure and accurate boundary survey
Mr. Rutledge met with OHM and is in the process of developing a timetable for the process
Entered into contract with OHM to perform Boundary Study
Scheduled MML Workshop with Council on becoming a City 5-12-08
Town Hall meeting on Cityhood – June 19

3. Have unappropriated reserve general fund of 15% to 20% of annual expenses
 - Maintain an unrestricted general fund balance of 15% minimum to 20% maximum of expenditures. Target toward low end of 15%.
 - Maintain a capital outlay reserve in the enterprise funds of 50 to 75% of expenditures as recommended in the Utility Rate Study.
4. Develop Strategy for implementing opportunities to further strengthen internal controls and operating efficiencies.
 - Continue to explore opportunities for strengthening internal controls with the Auditor.
 - Bring the DDA accounting of cash receipts and disbursements under the administration of the Village Treasurer. Complete by June 30, 2007

Brought DDA accounting under Village Control

5. Attract and maintain growth through an ongoing commitment to Economic Development.
 - Assist the DDA in implementing the Development Plan

Followed law to formalize development plan including postings, public hearings and direct notifications. Attended workshops on Economic Development. Assisted with purchase agreements for Willis and Tupper properties

6. Continue to explore other revenue sources.
 - Aggressively pursue grant opportunities

AVM attended grant writing/researching class sponsored by SEMCOG. Applied for DTE Tree Grant. Applied for MMRMA R.A.P. Grant Coordinating with URS for Fisheries Grant

7. Research and implement funding of "Other Post Employment Benefits" OPEB in accordance with GASB regulations. Retiree Health Care.
 - Secure an actuarial
 - Set aside funding 2007/08

Selected three actuaries to update bids – two firms agreed to bid. Bids should be received by early February – intent is to make OPEB a part of the budget process for 08/09. Contracted with Rodwan Consulting, Valuation should be completed May 2008

8. Continue to explore ways to reduce costs.
 - Look for areas in the budget to re-direct expenses to another agency, i.e. WCRC, Scio Township, DAFD, DCS
 - Bid phone service, landline and wireless

GOAL - Ensure Good Stewardship of Municipal Infrastructure

Objectives:

- 1) Ensure the Main Street Bridge/Dam project is planned for with the best interests of Dexter
 - Continue to work with WCRC
 - Pursue opportunities and partners to help fund Phase 2.
 - Determine cost of Phase 2.

Worked to make Phase 2 a reality – Scio Township, WATS, DDA, Village of Dexter. Current roadblock = change in State funding availability. Pursuing earmark to cover financial shortfall

- 2) Use Water/Sewer Study data and DEQ requirements to establish policy.
 - Annually review Utility Rate Study, update every three years
 - Evaluate Rural Development's Graduation request again in 2010
 - Implement recommendation for 7-1-07 water (5%) and sewer (3%) rate adjustment
 - Develop the 5th Well Site to ensure adequate supply of water to meet the estimated daily demand at a quality that exceeds the Safe Drinking Water Guidelines
 - Determine priorities to protect and allocate any excess capacity water and sewer
 - Determine Capital Plan for removal of inflow and infiltration for Sewer System
 - Pursue SRF funding for water and sewer projects
 - Continue public education on voluntary water restrictions

5th well site search underway – 12" test well was completed, well report currently at MDEQ for site approval – should receive feedback by June 2008

Meetings held with SRF team to determine how best to acquire funding for sewer improvements
Will implement mandatory water restrictions – Summer 2008. Gained buy-in from MDEQ for SRF Loan for equalization basin and sewer rehab – expect funding in 2009

- 3) Complete the Facilities Master Plan in 2007.
 - Research potential for expansion of Fire Hall, requires DAFD initiation and full participation
 - Construction of Village Hall-Acquire/Build, use bond proceeds

Meetings regarding negotiation of cost for space inside Mill Creek Terrace Development
Gathered information on various options including library and Wallace Building

- 4) Develop a long-range plan for Mill Creek and possible redevelopment:
 - Continue to pursue grant funding for Mill Creek
 - Work with parks master plan
 - Pursue redevelopment options through DDA development plan.
 - Formalize ownership of Mill Pond area

Created Mill Pond Park Concept Planning Committee. Formalized ownership of Mill Creek dam through three-part agreement with Village, Ford and WCRC

- 5) Complete CIP's Budgeted for 2007/08, and identify long-term funds for future CIP's.

- Support and implement policy statements

Removed and replaced sidewalks consistent with the CIP

GOAL - Facilitate a High Quality of Life

Objectives:

1) In concert with the community, develop a comprehensive parks, recreation, arts and culture strategic plan to address, guide and prioritize our parks, recreation, arts and cultural needs in a cost-effective manner.

- Staff research how other communities have set up similar Commissions, review resolutions and bring a recommendation to Council for consideration.
- Develop an Arts & Culture Commission to bring arts and culture to Dexter.
- Expand Farmer's Market Scope/ Activity/ Use

Researched other communities Arts & Culture Commissions. Had the first meeting of the Farmer's Market Oversight Committee

2) Continue to foster community spirit networking with community social service organizations.

- Support bus service

Renewed contract with W.W.A.V.E.

GOAL – Engage the Community

Objectives:

1. Encourage, support and recognize community Board, Commissions and Volunteers on an annual basis.

- Organize a recognition picnic or lunch, budget funds to cover expenses
- Create annual Proclamations
- Develop criteria for how to recognize volunteers
- No support for formal program, do informal program

2. Develop standard Village of Dexter logo and colors to be used on all village printed materials, cable channel and website.

- Coordinate efforts with DACC

3. Provide open houses / community forums on major issues under consideration by Council.

- Establish Community ad-hoc committees to review major issues
- Schedule at least (2) joint sessions between DDA and Council
- DCS and Village Joint Board meetings

Held joint work session with School Board – August 13, 2007. First town hall meeting - February 7, 2008, Second Town Hall Meeting – June 19
Second Joint Work Session with School Board – June 2008

4. Keep the public informed through the News, website, and issuing regular press releases. Take full advantage of the Adams billboard arrangement and continue Newsletters.

- Publish minutes- Annual cost \$4,000 minimum to \$5,000 maximum
- Use billboard for Farmer's Market

Minutes published, billboard utilized for Farmer's Market. Newsletter published July & October 2007, February & April 2008. Next newsletter – late July 2008

GOAL - Develop & Maintain a First-Rate Work Force

Objectives:

- 1) Develop and implement training for employee development.
 - Monitor self initiated training in performance review process
 -
- 2) Explore and evaluate technologies for consolidating communications infrastructure.
 - Pursue opportunities with Wireless Washtenaw
 - Voice over IP

AVM meeting with Wireless Washtenaw on Dec 18, 2007

- 3) Develop safety programs to minimize and/or transfer risk.
 - Review Emergency Action Guideline with staff

Met with Commissioner Ouimet and County Emergency Management Director Breckenridge in regards to creating the Village's Continuity of Government Plan

- 4) Continue to upgrade equipment needed by staff to efficiently complete tasks
 - Develop an equipment replacement program

Developed computer replacement schedule

GOAL - Encourage Innovation & Excellence in Customer Service

Objectives:

1. Continue to challenge the status quo through exploring alternative delivery of services or new facilities.
 - Increase customer service by offering on-line and direct debit options for utility bill payment.

Direct debit will be tested in January; will go into January newsletter, online for March billing. Currently there are 56 people signed up.

2. Provide annual customer service training to staff.
3. All customers will be treated in a friendly and respectful manner.
4. Customers will be directed to the appropriate staff person within two minutes.
5. Customers' concerns will be responded to within one business day.

GOAL – Promote a Safe Community

Objectives:

1. Create a long-term financially sustainable police services plan, maintain an adequate police / population ratio consistent with State averages.

- Determine acceptable ratio for Dexter, i.e. State standard 1 officer per 1,000 population
- Research standards, evaluate ratios and other reports
- Meet with DCS annually regarding School Officer duties and cost share
- Continue to review options for police services

Meeting with WCS, Dexter Township, Webster Township in regards to cost sharing

2. Sidewalk Connectivity

- Work with Schools "Safe Routes to School"

Removed and replaced sidewalks to improve connectivity

GOAL- Renewal, or continual evaluation of goals and objectives

Objectives:

1. Use the Master Plan to aid in annual policy and budget decisions.
2. Use the Park & Recreation Master Plan and the Tree Management Plan as a guide to decisions affecting parks, recreation and community forestry policy and budget decisions.
3. Use the Downtown Development Plan, "Preferred Future" as a guide for setting policy and making budget decisions.
4. Annually review the goals within the master plan and other planning documents to ensure policy decisions that are being made further the long-term goals and objectives of the long range planning documents.
5. Review CIP Policy Statements

VILLAGE OF DEXTER

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MEMO

To: President Keough and Council Members
From: Donna Dettling, Village Manager
Date: May 14, 2008
Re: Water, Sewer, Refuse

In Fiscal Year 07/08 the solid waste budget was subsidized by the general fund by approximately 10% or \$45,000. With a 2.6% increase in the Waste Management contract and the increase in cost associated with the new Michigan Department of Environmental Quality composting requirements this subsidy will increase to approximately \$80,000 or 15% if the rates are not increased.

With a \$2 increase to \$15 for residential customers and a 3% administrative fee added to the commercial accounts the subsidy will be reduced to \$40,300 or 7.75%.

The chart below illustrates the impact the proposed rate adjustment will have on a family using 10,000 gallons of water during a 2-month billing cycle including the refuse increase. The overall increase during a 2-month billing cycle would be \$8.10 each billing cycle or \$4.05 per month. The overall percent increase is 5.6%.

<u>WATER- 5%</u>	<u>Current</u>	<u>Proposed</u>
Ready to Serve Charge	\$11.70	\$12.28
Commodity Charge 10,000 gallons	\$26.40	\$27.70
 <u>SEWER- 3%</u>		
Ready to Serve Charge	\$10.30	\$10.62
Commodity Charge 10,000 gallons	\$63.40	\$65.30
 REFUSE - \$2	 \$26	 \$30
	 \$137.80	 \$145.90